

THE TULALIP TRIBES
Tribal Gaming Agency
Job Description

Job Title: Inspector III
Position No: TTT-151-08
Tribal Department: Tribal Gaming Agency
Employee Classification: Non- Exempt

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent required.
- ☐ College credits in enforcement, or equivalent training in job related fields. **(Transcript required)**
- ☐ Criminal Justice certification or equivalent (BIA, reserve officer training, military enforcement training, security/regulatory training, or other equivalent training)

SKILLS:

- ☐ Computer literate using Microsoft Word and Excel programs.
- ☐ Must have excellent math skills. **(Test required)**
- ☐ Must have excellent communications skills both oral and written.
- ☐ Must have excellent comprehension skills for reading, understanding, and interpreting documents. **(Test required)**
- ☐ Must have excellent writing skills for producing precise and accurate reports. **(Test required)**
- ☐ Ability to type a minimum of 35 wpm without errors. **(Test required)**
- ☐ Must be able to consistently demonstrate assertiveness.
- ☐ Must have strong organizational skills.

EXPERIENCE:

- ☐ Two (2) years experience working with the public and customer relation skills.
- ☐ Two (2) years working experience utilizing interviewing and interrogation techniques.
- ☐ Two (2) years working experience utilizing investigative methods.
- ☐ Two (2) years experience in a gaming environment *preferred*.

OTHER REQUIREMENTS:

- ☐ Must be 21 years of age or older. **(Please attach proof with application)**
- ☐ Must possess a valid state driver's license. **(Copy must be attached with application)**
- ☐ Must possess and maintain personal automobile insurance. **(Copy must be attached with application)**
- ☐ Use of personal vehicle required.
- ☐ Must be able to attend the Federal Law Enforcement Training Center or the Washington State Criminal Justice Training Center
- ☐ Must never have been convicted of a felony crime.
- ☐ Must not have been convicted of any misdemeanor within two (2) years prior to appointment.
- ☐ Must pass a complete Tribal/Federal background investigation prior to commencing employment.
- ☐ Must not have any negative/derogatory findings or pending criminal charges.
- ☐ Must attend all gaming related/law enforcement training required to improve skills/knowledge.
- ☐ Must be able to work in a culturally diverse environment.
- ☐ Must be available to work any shift including days, swing, grave, weekends and/or holidays.
- ☐ Must have the ability to maintain confidentiality of restricted information.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of a computer and routine paperwork.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time
- ☐ Mobility to climb stairs on a frequent basis.
- ☐ Tolerance and patience to deal with upset, angry, frustrated, and/or intoxicated customers/employees.
- ☐ Must be in sound physical condition with the ability to pass an agility exam, determining physical capability to perform essential job duties required. **(Test required)**

Employee Reports To: Inspector IV or designee

Job Summary: Responsible for the on-site regulation, control and security of the gaming operation authorized by the Tribal/State Compact, Tribal Ordinance 55 and IGRA.

Extent of Job Authority: Investigates and ensures compliance with the regulations, checklists, auditing, control, and security of gaming operations. Assists with investigations and reporting responsibilities in accordance to Tribal, State and Federal regulations. Reports investigation findings to immediate supervisor, providing recommendations for sanctions and/or compliance in accordance to policies and procedures.

Specific Duties Performed:

1. Implements incident and violation reports for violations of Regulations, Ordinance 55, Tribal/State Compact and the Indian Gaming Regulatory Act.
2. Participates in undercover assignments.
3. Follow-up on all investigations from beginning to close.
4. Provides assistance to customers and employees with procedures outlined in the Internal Controls, Regulations, Ordinance 55, Tribal/State Compact and IGRA.
5. Investigations of illegal activity or unusual occurrences using standard operating procedures.
6. Responsible for the collection, maintenance, and accounting of physical evidence for criminal or administrative violations.
7. May be expected to assume responsibility for supervision and training of staff as delegated.
8. Observes revenue collections during shift changes.
9. Provides vendors with visitor badges when required.
10. Provides operation's employees with licenses when required
11. Observes soft count when required.
12. Verifies payment of jackpot winners and all required documentation.
13. Physically safeguards assets transported to and from the gaming facility and cashier's cage.
14. Assist in detaining persons who may be involved in illegal acts for the purpose of notifying law enforcement.
15. Provides supervisor with reports for violations of Internal Controls, Regulations, Ordinance 55 and Tribal/State Compact.
16. Provides assistance to TGO managers and employees in reference to Internal Controls, Regulations, Ordinance 55, and Tribal/State Compact.
17. Records any unusual occurrences within the gaming facilities by making log entries.
18. Reviews policies and procedures for growth and efficiency, providing recommendations to the Inspector IV.
19. Maintains and enforces department policies and procedures.
20. Provides assurance that all sanctions are in accordance to the Regulations, Ordinance 55, Tribal/State Compact, and IGRA.
21. Ensures protection of the Tribal Gaming Operation employees, visitors, and patrons while on Tribal Gaming Operation facility properties.
22. Responsible for the handling, storing, and safekeeping of all Gaming Agency/Casino records, documents, and assets.
23. Represents the Agency in Tribal Employment and Gaming Court as authorized.
24. Promotes a positive and harmonious work environment by contributing to team effort.
25. Adheres and complies with terms outlined in confidentiality agreement.
26. Provides the Shift Leader with assistance as required.
27. Performs all other duties as deemed necessary by immediate supervisor.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

Pay Range: \$23.96-\$26.43 per hour

Opening Date: December 10, 2008

Closing Date: December 23, 2008 @ 4:00 p.m

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 716-4747 or toll free 1 (800) 869-8287